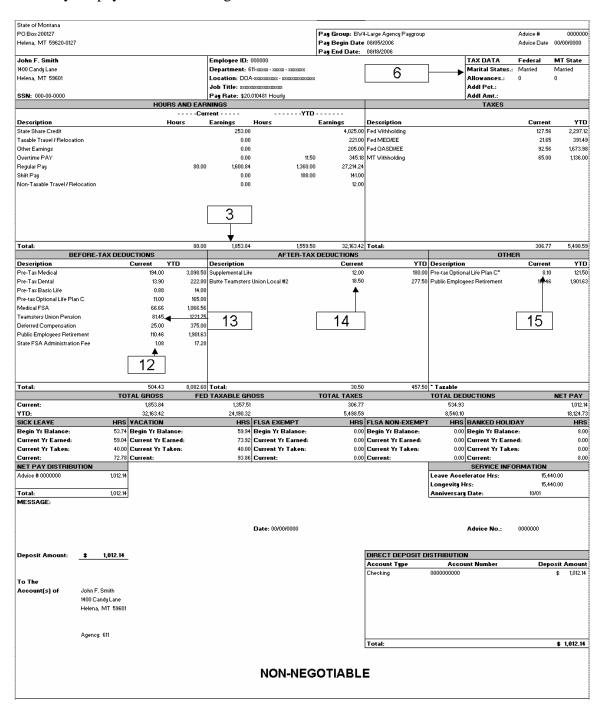
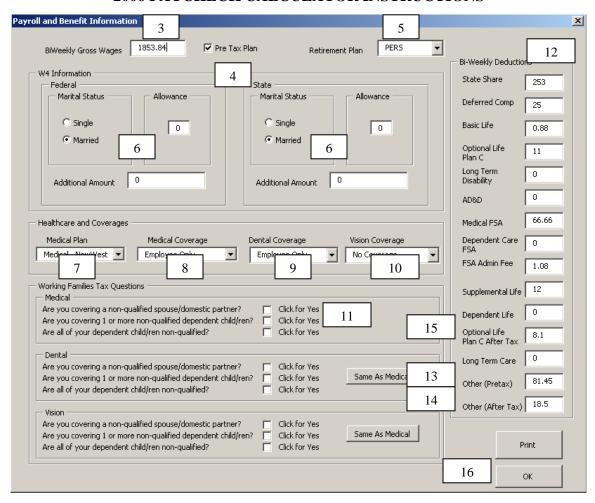
Please print these instructions so you can use the screen shots for reference.

1. Click on the Paycheck Calculator button to get to the data entry screen.



2. Use your paycheck advice to get the numbers to enter into the calculator.





- 3. Enter your gross wage into the BiWeekly Gross Wages field.
- 4. Select the Pre Tax Plan box if you have your insurance premiums withheld before taxes. Make sure the box is not checked if you pay for your premiums after tax.
- 5. Use the Retirement Plan drop down menu to select the type of retirement plan you are participating in.
- 6. Enter your W4 information for both Federal and State taxes.
- 7. Select your medical plan from the Medical Plan drop down menu.
- 8. Select the medical coverage you have from the Medical Coverage drop down menu.
- 9. Select your dental coverage from the Dental Coverage drop down menu.
- 10. Select your vision coverage from the Vision Coverage drop down menu.
- 11. Answer the Medical, Dental, and Vision questions by checking the appropriate box. If your answer is no to a question, leave the boxes unselected.
- 12. Enter your bi-weekly pre-tax deductions (from you pay advice) in the appropriate field. Note: the State Share amount here is the amount listed under the Hours and Earnings section of your pay advice.
- 13. Enter the total of any other pre-tax deduction you may have in the Other (Pretax) field.
- 14. Enter the total of any after-tax deductions you have in the Other (After Tax) field.
- 15. If you have imputed income on your Optional Life Plan C, enter the amount from your advice in the Optional Life Plan C After Tax field.
- 16. Select the OK button to calculate your check.

Paycheck Estimator	
Gross Wages	1853.84
Travel Pay	0.00
Fed Withholding	127.56
Fed OASDI/Dis	92.56
Fed FICA-MHI	21.65
MT Withholding	65.00
Retirement	110.46
Pre Tax Deductions	393.97
After Tax Deductions	30.50
Plan C Imputed Income	8.10
WFTRA Imputed Income	0.00
Net Pay	1012.14
	Print

17. The Paycheck Estimator provides your estimated net pay based on the information you input on the previous pages.